

Na'amat Canada National Membership Committee

Succession Planning

What is Succession Planning?

One of the important but difficult areas faced by Leaders in all organizations including Na'amat, is succession planning: ensuring that your organization has a leadership plan for the future. This plan includes:

- identifying potential leaders,
- training up-and-coming leaders,
- managing the transition of new leaders into leadership positions.

The National Membership Committee, with input from various parts of the country, has created a list of suggestions to help clubs and councils to better succeed at this important aspect of planning for the future of our organization.

Who needs to carry out Succession Planning, and when?

Councils and Chapter executives across the country should be engaged in succession planning on an ongoing basis. This is the responsibility of Presidents, Past Presidents and Vice-Presidents in consultation with other members in the cities.

The topic of succession planning should be part of the agenda at Council and chapter executive meetings. As Na'amat leaders plan and execute various events and programs throughout the year, so should they be planning for the time when new people will need to fill the leadership roles.

Elements of successful Succession Planning:

1. Develop Job Descriptions

Create a clear and concise list of duties for each position so that potential candidates for the position can understand expectations. Include time commitment.

2. Encourage Co-Chairs

Provide the opportunity for partnerships in order to provide support to new leaders. Partner more experienced people with a less experienced ones so that a newcomer will have an opportunity to learn and gain confidence in the position. This will increase their feeling of security and their actual success in their new position.

One successful example of this method is Hamilton's Nitsan club that has often been lead by Co-Presidents. The current Nitsan Co-Presidents can be contacted for advice in this area: naamathamilton@gmail.com or see the Hamilton page at www.naamat.com.



Co-Presidents Helen Metz & Barbara Szechtman

Co-Presidents Jan Hastie & Simone Rotstein

3. Invite Observers

Invite potential leaders and up-and-coming leaders to Council and National Board meetings as observers. This will help them to increase their understanding of the organization, introduce them to other Na'amat leaders and inspire them to want to move into higher leadership positions.

4. Create a Real Connection to Israel

We need to foster a close connection to Israel and to our sister organization, Na'amat Israel. Our membership needs an ongoing education about all of the services that Na'amat Israel provides. We must make the connection to Israel more meaningful through updated videos, Israeli guests who speak about the realities of Israeli society and about the successes of Na'amat. Consequently, our members will *want* to become leaders of such an important organization, and they will be more effective because of their deeper understanding of our services in Israel.

5. Take Leadership Training “On the Road”

Do not wait for potential leaders to come to a leadership program, rather take leadership training sessions and workshops out to the chapters. Invite current leadership (our very own Presidents and other leaders) to visit each club on an annual basis to:

- motivate members to become more knowledgeable about Na'amat,
- encourage members to step-up into higher positions,
- and provide leadership skills training.

6. Maintain a Paper Trail

Current leaders (Presidents, Co-Chairs, etc..) need to keep notes, minutes, forms, contracts, letters, marketing materials, post-mortems...any kind of document that will help future leaders understand what's been going on, even if predecessors are not there to guide them. There is a lot of value in keeping organized records and being able to pass them down from leader to leader.